



CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
AGENDA • TUESDAY, JANUARY 28, 2025

Regular Meeting	City Hall Council Chambers	6:00 PM
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To attend remotely call 216-525-9547 PIN 738 200 269 #

- I. Call to Order**
- II. Approval of Vouchers - December & January vouchers will be provided at the February meeting.**
- III. Consider approving minutes from the previous meeting**
 1. Minutes from the October and November 2024 meetings.
- IV. General Agenda Items for Consideration**
 1. Discuss the parameters of conducting the City Administrator's annual review.
- V. Monthly Reports**
 1. Monthly Report - Mayor Hass
 2. Monthly Report - City Administrator Akey
 3. Monthly Report - Finance Director Ley
 4. Monthly Report - City Attorney Hayden
 5. Monthly Report - City Clerk Anderson-Malm
 6. Monthly Report - Municipal Court
 7. Consider placing monthly reports on file
- VI. Public Comment**
- VII. Date and Time of Next Meeting - Tuesday, February 25 at 6:00 pm**
- VIII. Closed Session**
 1. The Committee may convene in closed session pursuant to Wisconsin State Statutes 19.85(1)(c) and (e) for considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for purposes of; reviewing of contract and union negotiation in regards to hiring a Fire Fighter/Paramedic/EMT position and recruitment and retention strategies/union contract.
- IX. Reconvene in Open Session**
 1. The Committee may reconvene in open session for potential action on the closed session item.
- X. Adjournment**

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at (715) 536-5594.

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, OCTOBER 29, 2024 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM**

- I. Call to Order** Chair M. Caylor called the meeting to order at 6:00 pm.
Present: Alderperson M. Caylor, Alderperson Fermanich, Alderperson Meyer
Others present: Mayor Hass, City Attorney Hayden, City Clerk Anderson-Malm,
City Administrator Akey, Finance Director Ley, Building Inspector/Zoning
Administrator Pagel, Alderperson Weix, Merrill Community Media.
- II. Approval of Vouchers**
 - 1. Discuss and consider approving the vouchers** - Alderperson Meyer motioned to approve the vouchers. Alderperson Fermanich seconded; the motion passed.
- III. Consider approving minutes from the previous meeting**
 - 1. Minutes from the August 27th meeting** - Alderperson Meyer motioned to approve. Alderperson Fermanich seconded and the motion passed.
- IV. General Agenda Items for Consideration**
 - 1. Discuss vacancy review protocol during a hiring freeze** - Chair M. Caylor requested this item on the agenda. There was discussion regarding meeting within 24 hours if an emergency occurs regarding hiring and meeting before posting a position, if possible.
 - 2. Discuss and consider lifting the hiring freeze for a mechanic position.**
- Alderperson Meyer motioned to lift the hiring freeze for a mechanic position. Alderperson Fermanich seconded and the motion passed.
 - 3. Discuss and consider the Fairgrounds Manager position.** - Additional information was provided at the meeting. City Administrator Akey recommended re-naming the position. Chair M. Caylor suggested having this person use a City of Merrill email address. Alderperson Meyer motioned to combine the Social Media Specialist and Fairgrounds Manager positions and rename the position, recommending Hallie Savall for the position and forwarding to the Council. This change would take place January 1, 2025. Alderperson Fermanich seconded and the motion passed.
- V. Monthly Reports**
 - 1. Monthly Report - Mayor Hass -**
 - 2. Monthly Report - City Administrator Akey -**
 - 3. Monthly Report - Finance Director Ley -**
 - 4. Monthly Report - City Attorney Hayden -**

5. Monthly Report - City Clerk Anderson-Malm -

6. Monthly Report - Municipal Court -

7. Consider placing monthly reports on file - Alderperson Meyer motioned to place the monthly reports on file. Alderperson Fermanich seconded and the motion passed.

VI. Public Comment There was no public comment.

VII. Date and Time of Next Meeting - Tuesday, November 26th at 6:00 pm The November meeting will be on Tuesday, November 19th.

VIII. Adjournment Alderperson Meyer motioned to adjourn. Alderperson Fermanich seconded and the motion passed. The meeting was adjourned at 6:27 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm

Minutes are in draft form until approved at the next scheduled meeting.

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
TUESDAY, NOVEMBER 19, 2024 MINUTES
REGULAR MEETING CITY HALL COUNCIL CHAMBERS 6:00 PM**

- I. **Call to Order** Chair M. Caylor called the meeting to order at 6:00 pm
Present: Alderperson M. Caylor, Alderperson Fermanich, Alderperson Meyer
Others present: Mayor Hass, City Clerk Anderson-Malm, City Attorney Hayden,
City Administrator Akey, Finance Director Ley, Police Chief Bennett, Fire Chief
Klug, Alderperson Lass.
- II. **Approval of Vouchers**
 1. **Discuss and consider approving the vouchers** - Alderperson Meyer motioned to approve. Alderperson Fermanich seconded and the motion passed.
- III. **Consider approving minutes from the previous meeting**
 1. **The October minutes will be in the next scheduled meeting packet.** - No action.
- IV. **General Agenda Items for Consideration**
 1. **Discussion on disposing of previous duty weapons and surplus ammunition.** - Police Chief Bennett discussed disposing of duty weapons and surplus ammunition. Previously, local gun dealers with an FFL (Federal Firearms License) would bid on the weapons and then sell them to the officers. The weapons can not be sold directly to officers. Following discussion, Alderperson M. Caylor motioned to transfer the duty weapons to officers through an FFL (Federal Firearms Licensed) dealer at no greater than \$275.00 with the remaining ammunition and holsters, not claimed, to Wisconsin Surplus Auction for sale. Alderperson Meyer seconded and the motion passed and will be forwarded to the December Council.
 2. **Discussion on disposing of the 2020 F150 squad.** - Alderperson Meyer motioned to dispose of the 2020 F150 through the Wisconsin Surplus auction and forward it to the Common Council. Alderperson M. Caylor seconded and the motion passed.
 3. **Discussion on replacing the Administrative Assistant/Evidence Manager position - pending retirement** - Following discussion, Alderperson Meyer motioned to keep the Administrative Assistant/Evidence Manager position in the Police Department following the up-coming retirement. Alderperson Fermanich seconded and the motion passed and will be forwarded to the December Council.
 4. **Discussion regarding future hires and end-of-employment buy-outs for sick leave and vacation.** - This is an unbudgeted liability for the City. The

committee discussed municipalities offering a PEP plan for employees to use instead of a lump-sum payout. This would be for future hired employees and would not affect current employees. Following discussion, Alderperson M. Caylor motioned for future hires, the maximum bankable sick leave at 800 hours with a maximum PEP payout at 800 hours for non-union employees upon retirement. Alderperson Fermanich seconded, and the motion passed and will be forwarded to the December Council.

5. **Discussion regarding the 2025 Holiday schedule.** - The 2025 holiday schedule was provided at the meeting. Alderperson Meyer motioned for city offices to be closed on December 26, 2025. Alderperson Fermanich seconded and the motion passed.

V. Monthly Reports

1. **Monthly Report - Mayor Hass -**
2. **Monthly Report - City Administrator Akey -**
3. **Monthly Report - Finance Director Ley -**
4. **Monthly Report - City Attorney Hayden -**
5. **Monthly Report - City Clerk Anderson-Malm -**
6. **Monthly Report - Municipal Court -**
7. **Consider placing monthly reports on file** - All reports were included in the packet. Alderperson M. Caylor asked City Clerk Anderson-Malm to have the voter statistics on the city's Facebook page. Alderperson Meyer motioned to place the reports on file. Alderperson Fermanich seconded and the motion passed.

VI. Public Comment There was no public comment.

VII. Date and Time of Next Meeting - December meeting - Call of the Chair

VIII. Adjournment Alderperson Meyer motioned to adjourn. Alderperson Fermanich seconded and the motion passed. The meeting was adjourned at 6:44 pm.

Minutes respectfully submitted by City Clerk Anderson-Malm
Minutes are in draft form until approved at the next scheduled meeting.



Office of the Mayor

Steve J. Hass, Mayor

1004 East First Street • Merrill, Wisconsin • 54452

Phone: 715.536.5595

E-mail: steve.hass@ci.merrill.wi.us

December P&F report:

Met with citizens as requested

Met with Alderpeople as requested

Met with department heads as requested

Met with Administrator Akey daily

Participated in the Christmas parade

Attended O'tannenbaum tour

Attended Lincoln County Economic Development meetings

Attended Chamber Business after hours event

Tour of Lights Bus guide

Met with staff on the phone tree

Ribbon cutting at Kautz tax service

Attended Lighted school house event at Washington Elementary

Was a judge in the door decorating contest at the Middle school

Kind Hearted signers attended City Hall

Wrote letter of Congratulations to Eric Grunenwald for achieving Eagle Scout status, plan on attending Court of Honor ceremony



Office of the Mayor
Steve J. Hass, Mayor

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January 2025 report to P&F

Phone conversation with former Walmart building real estate agent

Phone conversation with Pfefferle

Met with Giess'

Met with employees and Department heads as requested

Met about Airport planning

Attended retirement celebrations for members of the Police department

Attended Business After Hours

Met with Representative Callahan and his staff about the future projects at the Airport



City of Merrill
City Administrator
Public Works Dir./City Engineer
Roderick Akey, PE
1004 E First Street, Merrill 54452
(715) 536-5594 Rod.Akey@ci.merrill.wi.us

REPORT TO PERSONNEL AND FINANCE COMMITTEE
1-28-2025

ITEMS ADDRESSED SINCE LAST REPORT

- Continue exploring development options, various city lots
- Attended Homelessness in Merrill meeting
- Attended meetings with the UW Extension on Rural Entrepreneurial Venture program
- Attended strategic planning for LCEDC
- Working on personnel issues, vacancies
- Exploring options for the Merrill Armory
- Working on Airport FBO hangar options
- Attended various Chamber events
- Public works and engineering items will be included in the BPW report

MEMO

TO: Personnel and Finance Committee

FROM: Emily Ley, Finance Director

RE: Jan 2025 Report

January Tax Settlement (December collections):

In December 2023, the city collected just over \$5,580,500 in total collections including taxes, special assessments and charges and delinquent utility charges. That represents 40.4% of taxes to be collected. At this point last year, the city had collected 34.1% of total taxes. A copy of the January Settlement is attached.

Cash and Investments:

Attached are the 11/30/24 and 12/31/24 cash reports.

With the exception of the T.B. Scott Free Library Endowment, all bank accounts are reconciled as of 12/13/24.

2024 Audit Preparations:

The City will close accounting for year 2024 on 1/31/25. This gives us time to process any straggling invoices, late revenues, and journal entries related to 2024 activity. Once final, I will provide check reports and year end reporting on all city funds (at the February Council meeting).

Our Auditors Interim visit is scheduled for January 29-30th to begin review of 2024. They are scheduled to return the week of April 7th for audit field work.

Update on ongoing projects:

- 2025 Borrowing: After project bids are returned in February, we will reach out to Ehlers to begin the process of borrowing for our 2025 projects. We want to wait for bids so that we have firmer project numbers but borrow earlier in the year to avoid cash flow issues.
- Financial policies: My goal is to continue to create and adopt financial policies during the course of the year. I intend to draft financial policies for: budgeting, amending the budget, unrestricted fund balance, capital planning, long term financial planning, debt management, accounting, purchasing policy (update/revise), and credit card use.
- Banking tools: Our positive pay fraud prevention continues to be an asset. We've found and prevented 5 fraudulent checks totaling over \$15,020. We believe legitimate city checks were intercepted, washed to remove the payee line, doctored, and attempted to be cashed.

- Banking tools: We are slowly expanding use of ACH payments for select vendors. Recently NTC signed up for ACH payments which eliminates the risk in sending large tax settlement checks through the mail. I hope to get MAPS signed up soon.
- Banking tools: I intend to implement remote check deposit in 2025. This banking tool allows us to scan check deposits, create an electronic file, and transmit the file to the bank using a secure online portal to deposit checks. Remote deposit will reduce our daily trips to the bank and help with record retention. This item is on hold until we are fully staffed.
- Payment processing: We're exploring other payment processing options for the City's customers. The goal is provide customers with convenient and secure payment options for all City services and improve the administrative burden of processing remote payments. The City currently offers online payment options for utility billing and accounts receivable through Incode. Parks and recreation offers online payments for reservations and registrations through two different systems. We do not offer online or credit card payment for taxes.
- Financial Reporting: We do not have much consistency in reporting across committees and many departments are creating their own documents and tracking systems for expenses, which is a duplication of work. The goal is to create financial reports that are easy to read, provide necessary financial information for making decisions, and comply with state law and city ordinances.
- Crafter check policy: This is a lower priority project to reduce the number of small checks issued by the City to our craft vendors. Reducing the number of checks would reduce staff time to enter and process minimal payments, and save City expenses of printing, mailing, and postage of minimal checks.
- Review and mapping of city operations and processes: This exercise works to document operations and can be used as a training guide and can also highlight areas to streamline operations or implement better segregation of duties and oversight.

Finally, I want to commend the Clerk Treasurers Staff on their excellent customer service during this tax collection season. They've done a wonderful job answering questions, responding to complaints, and explaining the impact of the city's revaluation on assessed values. These are complex issues to explain and they've done a wonderful job.

**January Settlement of 2024 Tax Roll
General Property Tax Only**

Tax District: City of Merrill

County: Lincoln

Community Code: 35251

PART I	Taxes Levied	Percent	Allocated Share
A. 1.State Taxes	-	0.000000000	-
B. 1. Portion of State Special Charges Upon County	-		
2. Portion of County Tax Levied Over Entire Tax District	2,383,555.73		
3. Special Purpose			
4. Special Purpose			
5. Special Purpose			
Total County Taxes - Sum of B1 thru B5	2,383,555.73	0.173010091	962,583.58
C. Special District Codes and Names			
1.			
2.			
3.			
D. Other Special Purpose District Taxes			
1. Total Tax Increment (TIF)	1,817,553.24	0.131926872	734,007.14
2.			
3.			
4. Other State Special Charges			
5. County Special Charges			
6. All Other Town, Village or City Taxes	5,972,667.00	0.433525277	2,412,022.99
7. Surplus Funds Applied to Tax Roll			
8. Overrun - Underrun	0.06	0.000000004	0.02
Total Tax District Taxes	7,790,220.30	0.565452153	3,146,030.15
E. School District Codes and Names			
1. Number 3500 School District of Merrill Area	2,981,466.61	0.216409376	1,204,046.03
2.			
3.			
4.			
5.			
1. Number 1500 North Central Technical College	621,732.58	0.045128381	251,082.69
2.			
3.			
G - 1. Total General Property Taxes - Real and Personal	13,776,975.22	1.000000000	5,563,742.45

Column 1.

Column 2.

Column 3.

Column 4.

* Must agree with Line 5 Part II.

PART II

Total Collections on Hand	5,580,557.39	(1)	
Less: Collections of Special Charges	(11,176.70)	(2)	
Less: Collections of Special Assessments	(723.42)	(3)	
Less: Collections of Delinquent Utilities	(4,914.82)	(4)	
Collections of General Property Taxes (Line 1 minus Lines 2, 3 and 4)	<u>5,563,742.45</u>	(5)*	
Percentage (Line 5 Divided by Line 6)			<u>0.403843540</u>
Total General Property Taxes (Line G-1 From Part I)	<u>13,776,975.22</u>	(6)	

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
10 -General Fund				
=====				
10-11-1000	Claim on Cash - General	1,271,581.88		
10-11-1021	Police CVR Checking	57,208.44		
10-11-1023	Aviation Fuel - Nicolet Bank	47,257.93		
10-11-1025	Tomahawk-Court	269.77		
10-11-1027	Parks-MEC-ShopKeeper	40,506.34		
10-11-1029	CIVIC-REC Credit Cards	34,052.25		
10-11-1105	BMO - Direct Deposit	258,409.27		
10-11-1155	Federal Grants-Nicolet	3.86		
10-11-1275	Nicolet Bank-ICS		0.00	
10-11-1286	Investments-incrediblebank		292,198.54	
10-11-1289	ICS Invest-incrediblebank		0.00	
TOTAL 10 -General Fund		1,709,289.74	292,198.54	2,001,488.28
20 -Remedial Action-Landfill				
=====				
20-11-1000	Claim on Cash - Remediation	63,236.54		
TOTAL 20 -Remedial Action-Landfill		63,236.54	0.00	63,236.54
21 -Police - SRO				
=====				
21-11-1000	Claim on Cash - SRO	(7,243.86)		
TOTAL 21 -Police - SRO		(7,243.86)	0.00	(7,243.86)
24 -Merrill Fairgrounds				
=====				
24-11-1000	Claim on Cash - Festival	57,408.76		
TOTAL 24 -Merrill Fairgrounds		57,408.76	0.00	57,408.76
25 -Community Development				
=====				
25-11-1000	Claim on Cash - Com Dev	159,799.60		
25-11-1050	CD Checking-Nicolet Bank	164,042.73		
25-11-1060	PCCU Share - SBA Facade	5.00		
25-11-1250	CD-SBA - Nicolet Bank		156,089.03	
25-11-1275	PCCU-SBA Facade		52,882.44	
TOTAL 25 -Community Development		323,847.33	208,971.47	532,818.80
26 -Reserved - Non-Lapsing				
=====				
26-11-1000	Claim on Cash - Non-Lapsing	900,901.77		
TOTAL 26 -Reserved - Non-Lapsing		900,901.77	0.00	900,901.77

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
27 -Merrill Airport Fuel				
=====				
27-11-1000	Claim on Cash - Airport	7,401.15		
	TOTAL 27 -Merrill Airport Fuel	7,401.15	0.00	7,401.15
30 -Debt Sevice				
=====				
30-11-1000	Claim on Cash - Debt Service	(1,327,802.13)		
30-11-1289	ICS - TID3 DSRF		478,476.21	
	TOTAL 30 -Debt Sevice	(1,327,802.13)	478,476.21	(849,325.92)
40 -TID No. 10 - Fox Point				
=====				
40-11-1000	Claim on Cash - TID #10	(25,262.78)		
	TOTAL 40 -TID No. 10 - Fox Point	(25,262.78)	0.00	(25,262.78)
41 -TID No. 11- Apartments				
=====				
41-11-1000	Claim on Cash - TID #11	(45,715.81)		
	TOTAL 41 -TID No. 11- Apartments	(45,715.81)	0.00	(45,715.81)
42 -TID # 12 - Weinbrenner				
=====				
42-11-1000	Claim on Cash - TID #12	30,235.42		
	TOTAL 42 -TID # 12 - Weinbrenner	30,235.42	0.00	30,235.42
43 -TID #3 - East Side				
=====				
43-11-1000	Claim on Cash - TID #3	1,200,663.45		
43-11-1286	TIF Invest-incrediblebank		0.00	
43-11-1289	ICS - TIDs incrediblebank		0.00	
	TOTAL 43 -TID #3 - East Side	1,200,663.45	0.00	1,200,663.45
44 -TID #4 - Thielman/P Ridge				
=====				
44-11-1000	Claim on Cash - TID #4	199,229.83		
	TOTAL 44 -TID #4 - Thielman/P Ridge	199,229.83	0.00	199,229.83
45 -TID #5 - Hwy 107/Taylor				
=====				
45-11-1000	Claim on Cash - TID #5	28,645.52		
	TOTAL 45 -TID #5 - Hwy 107/Taylor	28,645.52	0.00	28,645.52
46 -TID #6 - Downtown				
=====				
46-11-1000	Claim on Cash - TID #6	(312,583.16)		
	TOTAL 46 -TID #6 - Downtown	(312,583.16)	0.00	(312,583.16)

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
47 -TID #7 - N Center Ave				
=====				
47-11-1000	Claim on Cash - TID #7	525,814.65		
	TOTAL 47 -TID #7 - N Center Ave	525,814.65	0.00	525,814.65
48 -TID #8 - West Side				
=====				
48-11-1000	Claim on Cash - TID #8	(592,290.52)		
	TOTAL 48 -TID #8 - West Side	(592,290.52)	0.00	(592,290.52)
49 -TID#9 -WI River/S Center				
=====				
49-11-1000	Claim on Cash - TID #9	(308,170.10)		
	TOTAL 49 -TID#9 -WI River/S Center	(308,170.10)	0.00	(308,170.10)
50 -Library Fund				
=====				
50-11-1000	Claim on Cash - Library Endow	0.00		
50-11-1210	Library Investments-Mamer		613,222.08	
50-11-1250	Zander Trust-Mamer		1,410,122.62	
	TOTAL 50 -Library Fund	0.00	2,023,344.70	2,023,344.70
52 -Capital Projects				
=====				
52-11-1000	Claim on Cash - Capital	943,354.60		
52-11-1280	Capital/Borrow-incrediblebank		51,588.67	
	TOTAL 52 -Capital Projects	943,354.60	51,588.67	994,943.27
53 -TID No. 13 - Industrial				
=====				
53-11-1000	Claim on Cash - TID #13	(14,085.71)		
	TOTAL 53 -TID No. 13 - Industrial	(14,085.71)	0.00	(14,085.71)
54 -TID #14 - Car Wash				
=====				
54-11-1000	Claim on Cash - TID #14	(122,342.56)		
	TOTAL 54 -TID #14 - Car Wash	(122,342.56)	0.00	(122,342.56)
62 -Water Fund				
=====				
62-11-1000	Claim on Cash - Water	952,834.20		
62-11-1340	Utility Invest-incrediblebank		981,700.86	
62-11-2735	SDWLP Bond - LGIP		96,162.77	
	TOTAL 62 -Water Fund	952,834.20	1,077,863.63	2,030,697.83

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
63 -Sewer Fund				
=====				
63-11-1000	Claim on Cash - Sewer	945,241.36		
63-11-2650	Capital Rep.-incrediblebank		2,076,305.23	
TOTAL 63 -Sewer Fund		<u>945,241.36</u>	<u>2,076,305.23</u>	<u>3,021,546.59</u>
TOTAL CASH & INVESTMENTS		<u>5,132,607.69</u>	<u>6,208,748.45</u>	<u>11,341,356.14</u>
99 -Pooled Cash Control				
=====				
99-11-1000	General Checking - Nicolet	<u>4,530,852.10</u>		
TOTAL 99 -Pooled Cash Control		<u>4,530,852.10</u>	<u>0.00</u>	<u>4,530,852.10</u>
GRAND TOTAL ALL FUNDS		<u>9,663,459.79</u>	<u>6,208,748.45</u>	<u>15,872,208.24</u>

*** END OF REPORT ***

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
10 -General Fund				
=====				
10-11-1000	Claim on Cash - General	5,846,767.07		
10-11-1021	Police CVR Checking	57,622.61		
10-11-1023	Aviation Fuel - Nicolet Bank	35,326.56		
10-11-1025	Tomahawk-Court	269.77		
10-11-1027	Parks-MEC-ShopKeeper	42,746.19		
10-11-1029	CIVIC-REC Credit Cards	34,052.25		
10-11-1105	BMO - Direct Deposit	258,086.74		
10-11-1155	Federal Grants-Nicolet	0.00		
10-11-1275	Nicolet Bank-ICS		0.00	
10-11-1286	Investments-incrediblebank		292,330.69	
10-11-1289	ICS Invest-incrediblebank		0.00	
TOTAL 10 -General Fund		6,274,871.19	292,330.69	6,567,201.88
20 -Remedial Action-Landfill				
=====				
20-11-1000	Claim on Cash - Remediation	53,322.86		
TOTAL 20 -Remedial Action-Landfill		53,322.86	0.00	53,322.86
21 -Police - SRO				
=====				
21-11-1000	Claim on Cash - SRO	(19,425.76)		
TOTAL 21 -Police - SRO		(19,425.76)	0.00	(19,425.76)
24 -Merrill Fairgrounds				
=====				
24-11-1000	Claim on Cash - Festival	133,409.83		
TOTAL 24 -Merrill Fairgrounds		133,409.83	0.00	133,409.83
25 -Community Development				
=====				
25-11-1000	Claim on Cash - Com Dev	171,029.93		
25-11-1050	CD Checking-Nicolet Bank	180,935.39		
25-11-1060	PCCU Share - SBA Facade	5.00		
25-11-1250	CD-SBA - Nicolet Bank		157,937.63	
25-11-1275	PCCU-SBA Facade		52,905.68	
TOTAL 25 -Community Development		351,970.32	210,843.31	562,813.63
26 -Reserved - Non-Lapsing				
=====				
26-11-1000	Claim on Cash - Non-Lapsing	858,883.68		
TOTAL 26 -Reserved - Non-Lapsing		858,883.68	0.00	858,883.68

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
27 -Merrill Airport Fuel				
=====				
27-11-1000	Claim on Cash - Airport	(11,214.92)		
TOTAL 27 -Merrill Airport Fuel		(11,214.92)	0.00	(11,214.92)
30 -Debt Sevice				
=====				
30-11-1000	Claim on Cash - Debt Service	26,572.52		
30-11-1289	ICS - TID3 DSRF		479,857.25	
TOTAL 30 -Debt Sevice		26,572.52	479,857.25	506,429.77
40 -TID No. 10 - Fox Point				
=====				
40-11-1000	Claim on Cash - TID #10	(49,603.27)		
TOTAL 40 -TID No. 10 - Fox Point		(49,603.27)	0.00	(49,603.27)
41 -TID No. 11- Apartments				
=====				
41-11-1000	Claim on Cash - TID #11	(206,227.54)		
TOTAL 41 -TID No. 11- Apartments		(206,227.54)	0.00	(206,227.54)
42 -TID # 12 - Weinbrenner				
=====				
42-11-1000	Claim on Cash - TID #12	22,785.74		
TOTAL 42 -TID # 12 - Weinbrenner		22,785.74	0.00	22,785.74
43 -TID #3 - East Side				
=====				
43-11-1000	Claim on Cash - TID #3	35,162.74		
43-11-1286	TIF Invest-incrediblebank		0.00	
43-11-1289	ICS - TIDs incrediblebank		0.00	
TOTAL 43 -TID #3 - East Side		35,162.74	0.00	35,162.74
44 -TID #4 - Thielman/P Ridge				
=====				
44-11-1000	Claim on Cash - TID #4	2,154.17		
TOTAL 44 -TID #4 - Thielman/P Ridge		2,154.17	0.00	2,154.17
45 -TID #5 - Hwy 107/Taylor				
=====				
45-11-1000	Claim on Cash - TID #5	25,984.33		
TOTAL 45 -TID #5 - Hwy 107/Taylor		25,984.33	0.00	25,984.33
46 -TID #6 - Downtown				
=====				
46-11-1000	Claim on Cash - TID #6	(343,179.88)		
TOTAL 46 -TID #6 - Downtown		(343,179.88)	0.00	(343,179.88)

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
47	-TID #7 - N Center Ave			
=====				
47-11-1000	Claim on Cash - TID #7	440,011.53		
	TOTAL 47 -TID #7 - N Center Ave	440,011.53	0.00	440,011.53
48	-TID #8 - West Side			
=====				
48-11-1000	Claim on Cash - TID #8	(412,883.80)		
	TOTAL 48 -TID #8 - West Side	(412,883.80)	0.00	(412,883.80)
49	-TID#9 -WI River/S Center			
=====				
49-11-1000	Claim on Cash - TID #9	(249,744.68)		
	TOTAL 49 -TID#9 -WI River/S Center	(249,744.68)	0.00	(249,744.68)
50	-Library Fund			
=====				
50-11-1000	Claim on Cash - Library Endow	0.00		
50-11-1210	Library Investments-Mamer		613,222.08	
50-11-1250	Zander Trust-Mamer		1,410,122.62	
	TOTAL 50 -Library Fund	0.00	2,023,344.70	2,023,344.70
52	-Capital Projects			
=====				
52-11-1000	Claim on Cash - Capital	936,638.45		
52-11-1280	Capital/Borrow-incrediblebank		51,742.20	
	TOTAL 52 -Capital Projects	936,638.45	51,742.20	988,380.65
53	-TID No. 13 - Industrial			
=====				
53-11-1000	Claim on Cash - TID #13	(14,216.11)		
	TOTAL 53 -TID No. 13 - Industrial	(14,216.11)	0.00	(14,216.11)
54	-TID #14 - Car Wash			
=====				
54-11-1000	Claim on Cash - TID #14	(122,417.24)		
	TOTAL 54 -TID #14 - Car Wash	(122,417.24)	0.00	(122,417.24)
62	-Water Fund			
=====				
62-11-1000	Claim on Cash - Water	982,714.97		
62-11-1340	Utility Invest-incrediblebank		984,607.33	
62-11-2735	SDWLP Bond - LGIP		105,297.81	
	TOTAL 62 -Water Fund	982,714.97	1,089,905.14	2,072,620.11

FUND-ACCT. NO.	ACCOUNT NAME	CASH	INVESTMENTS	FUND TOTAL
63 -Sewer Fund				
=====				
63-11-1000	Claim on Cash - Sewer	885,784.59		
63-11-2650	Capital Rep.-incrediblebank		2,102,371.37	
TOTAL 63 -Sewer Fund		<u>885,784.59</u>	<u>2,102,371.37</u>	<u>2,988,155.96</u>
TOTAL CASH & INVESTMENTS		<u>9,601,353.72</u>	<u>6,250,394.66</u>	<u>15,851,748.38</u>
99 -Pooled Cash Control				
=====				
99-11-1000	General Checking - Nicolet	<u>9,240,949.57</u>		
TOTAL 99 -Pooled Cash Control		<u>9,240,949.57</u>	<u>0.00</u>	<u>9,240,949.57</u>
GRAND TOTAL ALL FUNDS		18,842,303.29	6,250,394.66	25,092,697.95

*** END OF REPORT ***

CITY ATTORNEY

REPORT FOR JANUARY 2025

FAIR GROUNDS: The Expo was booked for a craft sale/flea market and a Lange Auction both in November and December. Working with Hallie has been great so far! Lindsey held her last Pound Class on December 18, 2024. It was great being able to accommodate her classes at the Expo for the past couple years.

MUNICIPAL COURT: Merrill and Tomahawk Municipal Court is moving along smoothly, keeping us busy. We have a couple trials scheduled in the upcoming months.

CITY HALL: Congratulations Jamie Jaeger, Christine Brahos and Dale Bacher on your well-deserved retirements!

PENDING LITIGATION: Walmart case is still status quo. I just requested an update from our attorney.

BUILDING INSPECTION/ZONING: Working with Darin on various matters. One bothersome building maintenance citation will undoubtedly, be a contested matter once the weather warms.

MISCELLANEOUS: Krista has been helping out the Clerk/Treasurer's office whenever needed.

Working with Hallie on various Fair Grounds and Expo Center details and events. It appears that we are headed into a busy year down there.

*“Democracy must be something more than two wolves and a sheep voting on what to have for dinner”
-James Bovard*

City Attorney					
MONTHLY REPORT					
December					
		December	November	October	
MUNICIPAL COURT		1 week	1 week	2 weeks	
TOTAL ADULT		72	59	110	
Adult Ordinance		15	17	18	
Adult Traffic		57	42	92	
Total Adult Defendants		63	46	97	
Other Jurisdictions		0	0	0	
TOTAL JUVENILE		7	11	11	
Juvenile Ordinance		7	11	11	
Juvenile Traffic		0	0	0	
Total Juvenile Defendants		7	11	10	
TRIALS					
Pending Municipal Trials		1	3	3	
Pending Circuit Court Trials		0	0	1	
Pending Tomahawk		0	1	1	
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.					
MERRILL DPA'S	October	7	2	0	9
	November	9	4	0	13
	December	13	1	0	14
TOMAHAWK DPA'S	October	1	0	0	1
	November				
	December				
TOMAHAWK		December	November	October	
Total Adult & Juvenile		24	23	24	
Total Adult Defendants		12	9	15	
Ordinance Violation		7	16	8	
Traffic Violations		17	7	16	
Total Juvenile Defendants		4	7	3	

City Clerk Monthly Report December 2024 and January 2025

December – all election paperwork and reconciliations were completed. The election audit went well and no discrepancies were found. The election suitcases have been cleaned out and reorganized. Chief Inspector paperwork has been organized with additional instructions to make that job easier on election day.

End-of-year paperwork and documentation was filed and electronic agendas/packets were moved into Laserfiche.

January – I was out of the office the first week of January. The rest of the month I worked on the few agenda/packets and started working on the city insurance renewal documentation.

All election workers have been scheduled for the February 18th Primary. Absentee ballots went out January 27th.

Other tasks for 2025 - With only two elections in 2025, I'll be able to do a thorough cleaning of voter registrations again and gear up for the 2026 election cycle.

I'll be working with Dustin Brown regarding the phone tree and recording a new message and menu.

Throughout the month:

Maintain the WisVote system; send letters when appropriate and monitor registrations and alerts.

In addition, my usual tasks of creating agendas/packets, attending meetings and helping citizens at my counter keep me busy.

Respectfully submitted,

Lori L. Anderson Malm

City Clerk

2024 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	May	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
INITIAL APPEARANCES-Merrill (Docket)													
1. Total Citations	99	109	114	90	101	160	160	86	152	118	60	79	1328
2. Adult Citations	84	94	101	76	84	140	147	77	139	108	50	72	1172
3. Juvenile Citations	15	15	13	14	17	20	13	9	13	10	10	7	156
4. Not Guilty Pleas (potential trials)	6	10	2	2	3	6	16	19	27	11	6	10	118

INITIAL APPEARANCES-Tomahawk													
1. Total Citations	15	10	6	7	21	15	27	32	15	16	15	23	202
2. Not Guilty Pleas (potential trials)	2	1	0	0	3	1	3	1	0	3	4	6	24

TRIALS													
1. Scheduled	0	1	0	0	0	1	0	2	3	1	0	0	8
2. Held	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Rescheduled	1	0	1	0	1	0	0	0	0	1	0	0	4
4. Settled	1	2	0	0	1	0	1	0	0	0	0	0	5

CASES DISPOSED													
1. # Citations	119	136	120	107	122	165	163	124	162	119	88	97	1522

WRITS ISSUED													
1. # Citations	SDC	SDC	SDC	SDC	SDC	SDC	SDC	SDC	SDC	SDC	SDC	SDC	0

FINANCIALS													
1. Amount Collected (Reported to State)	\$10,708.81	\$10,080.81	\$16,656.01	\$16,264.57	\$14,404.16	\$15,328.72	\$11,179.03	\$12,023.35	\$16,372.64	\$12,785.15	\$12,832.51	\$10,288.57	\$158,924.33
2. Amount Paid to County & State	\$3,599.99	\$3,598.87	\$6,355.62	\$5,575.15	\$4,565.03	\$5,377.17	\$3,922.63	\$4,495.76	\$6,194.59	\$5,224.50	\$5,015.05	\$3,453.81	\$57,378.17
3. Forf & Cost Retained by City	\$7,108.82	\$6,481.94	\$10,300.39	\$10,689.42	\$9,839.13	\$9,951.55	\$7,256.40	\$7,527.59	\$10,178.05	\$7,560.65	\$7,817.46	\$6,834.76	\$101,546.16
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.40	\$0.49	\$0.00	\$0.00	\$0.00	\$0.89
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Total Revenue to the City	\$7,108.82	\$6,481.94	\$10,300.39	\$10,689.42	\$9,839.13	\$9,951.55	\$7,256.40	\$7,527.99	\$10,178.54	\$7,560.65	\$7,817.46	\$6,834.76	\$101,547.05
7. Municipal Court Expenses	(\$11,334.17)	(\$7,737.37)	(\$11,925.21)	(\$7,661.09)	(\$7,828.98)	(\$8,723.24)	(\$8,236.51)			(\$7,776.06)		(\$11,254.89)	(\$82,477.52)
8. Net Revenue to the City of Tomahawk **	(\$563.23)	(\$91.59)	(\$423.19)	(\$804.42)	(\$75.10)	(\$184.00)	\$392.00	(\$1,516.60)	(\$1,239.40)	(\$912.28)	(\$631.72)	\$284.07	(\$5,765.46)
9. Net Revenue to the City of Merrill	(\$4,788.58)	(\$1,347.02)	(\$2,048.01)	\$2,223.91	\$1,935.05	\$1,044.31	(\$588.11)			(\$1,127.69)		(\$4,136.06)	(\$8,832.20)
10. Restitution Collected	\$84.65	\$115.20	\$309.14	\$485.86	\$228.88	\$245.03	\$226.55	\$272.98	\$60.23	\$222.51	\$168.24	\$176.41	\$2,595.68

adj for LCCC
forf rec'ts

**positive revenue to Tomahawk shows as negative cash flow to Merrill (in parenthesis)

2015 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	YTD
INITIAL APPEARANCES-Merrill (Docket)				
1. Total Citations	149	108	176	433
2. Adult Citations	139	98	161	398
3. Juvenile Citations	10	10	15	35
4. Not Guilty Pleas (potential trials)	12	21	15	48

INITIAL APPEARANCES-Tomahawk

1. Total Citations	16	15	20	51
2. Not Guilty Pleas (potential trials)	1	2	1	4

TRIALS

1. Scheduled	0	0	0	0
2. Held	0	0	0	0
3. Rescheduled	0	0	0	0
4. Settled	0	0	0	0

CASES DISPOSED

1. # Citations	151	141	190	482
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WRITS ISSUED

1. # Citations	0	0	0	0
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FINANCIALS

1. Amount Collected (Reported to State)	\$9,154.44	\$22,733.12	\$22,777.15	\$54,664.71
2. Amount Paid to County & State	(\$2,930.65)	(\$7,662.92)	(\$7,430.83)	(\$18,024.40)
3. Forf & Cost Retained by City	\$6,223.79	\$15,070.20	\$15,346.32	\$36,640.31
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$128.83	\$0.00	\$128.83
6. Total Revenue to the City	\$6,223.79	\$15,199.03	\$15,346.32	\$36,769.14
7. Municipal Court Expenses	(\$8,411.53)	(\$5,441.11)	(\$6,584.78)	(\$20,437.42)
8. Net Revenue to the City of Tomahawk **	\$16.00	(\$525.00)	(\$758.00)	(\$1,267.00)
9. Net Revenue to the City of Merrill	(\$2,171.74)	\$9,232.92	\$8,003.54	\$15,064.72
10. Restitution Collected	\$198.90	\$414.83	\$428.00	\$1,041.73

adj for LCCC
forf rec'ts

**positive revenue to Tomahawk shows as negative cash flow to Merrill (in parenthesis)

2015 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	FEBRUARY	YTD
INITIAL APPEARANCES-Merrill (Docket)			
1. Total Citations	149	108	257
2. Adult Citations	139	98	237
3. Juvenile Citations	10	10	20
4. Not Guilty Pleas (potential trials)	12	21	33

INITIAL APPEARANCES-Tomahawk

1. Total Citations	16	15	16
2. Not Guilty Pleas (potential trials)	1	2	3

TRIALS

1. Scheduled	0	0	0
2. Held	0	0	0
3. Rescheduled	0	0	0
4. Settled	0	0	0

CASES DISPOSED

1. # Citations	151	141	292
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WRITS ISSUED

1. # Citations	0	0	0
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FINANCIALS

1. Amount Collected (Reported to State)	\$9,154.44	\$22,733.12	\$31,887.56
2. Amount Paid to County & State	(\$2,930.65)	(\$7,662.92)	(\$10,593.57)
3. Forf & Cost Retained by City	\$6,223.79	\$15,070.20	\$21,293.99
4. Add. Misc. fees collected	\$0.00	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00	\$0.00
6. Total Revenue to the City	\$6,223.79	\$15,070.20	\$21,293.99
7. Municipal Court Expenses	(\$8,411.53)	(\$5,441.11)	(\$13,852.64)
8. Net Revenue to the City of Tomahawk **	\$16.00	(\$525.00)	(\$509.00)
9. Net Revenue to the City of Merrill	(\$2,171.74)	\$9,104.09	\$6,932.35
10. Restitution Collected	\$198.90	\$414.83	\$613.73

**positive revenue to Tomahawk shows as an expense to Merrill (in parenthesis)

2015 MERRILL and TOMAHAWK MUNICIPAL COURT

	JANUARY	YTD
INITIAL APPEARANCES-Merrill (Docket)		
1. Total Citations	149	149
2. Adult Citations	139	139
3. Juvenile Citations	10	10
4. Not Guilty Pleas (potential trials)	12	12

INITIAL APPEARANCES-Tomahawk

1. Total Citations	16	16
2. Not Guilty Pleas (potential trials)	0	0

TRIALS

1. Scheduled	0	0
2. Held	0	0
3. Rescheduled	0	0
4. Settled	0	0

CASES DISPOSED

1. # Citations	151	151
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WRITS ISSUED

1. # Citations	0	0
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FINANCIALS

1. Amount Collected (Reported to State)	\$9,154.44	\$9,154.44
2. Amount Paid to County & State	(\$2,930.65)	(\$2,930.65)
3. Forf & Cost Retained by City	\$6,223.79	\$6,223.79
4. Add. Misc. fees collected	\$0.00	\$0.00
5. Add. Forf. Receipts from LCCC	\$0.00	\$0.00
6. Total Revenue to the City	\$6,223.79	\$6,223.79
7. Municipal Court Expenses	(\$8,411.53)	(\$8,411.53)
8. Net Revenue to the City of Tomahawk **	\$16.00	\$16.00
9. Net Revenue to the City of Merrill	(\$2,171.74)	(\$2,171.74)
10. Restitution Collected	\$198.90	\$198.90

**positive revenue to Tomahawk shows as an expense to Merrill (in parenthesis)